

**DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370-5000**

IN REPLY REFER TO
BUPERSINST 1650.13
Pers-00M
13 SEP 1994

BUPERS INSTRUCTION 1650.13

From: Chief of Naval Personnel

Subj: BUREAU OF NAVAL PERSONNEL (BUPERS) PERSONAL
EXCELLENCE/OUTSTANDING OFFICE AWARD PROGRAM

Encl: (1) Sample Nomination Format
(2) List of quotas by department

1. Purpose. To provide eligibility criteria and nominating procedures in recognizing Personal Excellence/Outstanding Office Award Program within BUPERS.
2. Background. The Personal Excellence/Outstanding Award Program provides Navy military and civilian employees the opportunity to be recognized for "going that extra mile." Through this award program BUPERS personnel can receive a tangible acknowledgement for their contribution to the command.
3. Discussion. Each week, the Personal Excellence/Outstanding Office Award Program recognizes individuals, teams, divisions, or departments for exceptional performance with emphasis on one or all of the following: process improvement, outstanding achievement, exemplary personal conduct, or initiative in performance.
4. Eligibility. Enlisted, officers, and civilian personnel assigned to BUPERS.
5. Nomination Procedures. Assistant Chiefs of Naval Personnel (ACNP), staff office directors, or special assistants shall forward one or more departmental nominations to Command Master Chief (Pers-00M) no later than Wednesday of their designated week. (A schedule of designated weeks will be issued annually on 1 October). The Command Master Chief will coordinate with the Deputy Chief of Naval Personnel (DCNP) office to schedule a personal visit for the purpose of recognizing the person/outstanding office nominated.

Distribution:
BUPERS List 1A

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Bureau of Naval Personnel (Pers-00M) (75 copies)

SAMPLE NOMINATION FORMAT

From: (Supervisor)
To: (Assistant Chief of Naval Personnel)
Via: (Chain of Command)

Subj: NOMINATION FOR PERSONAL EXCELLENCE/OUTSTANDING OFFICE
AWARD PROGRAM

1. (RATE or GRADE/TITLE/NAME) is eligible for and is hereby nominated for subject award.
2. Justification. (Short summary, no more than one page.)

Enclosure (1)

QUOTAS BY DEPARTMENT

<u>CODE</u>	<u>NO. OF NOMINATIONS</u>
PERS-00	1
PERS-01	2
PERS-02	1
PERS-03/04	1
PERS-05/06	1
PERS-09	1
PERS-2	4
PERS-3	3
PERS-4G	1
PERS-40	6
PERS-41-44	2
PERS-45	2
PERS-46	2
PERS-5	2
PERS-6	4
PERS-7	1
PERS-8	4
PERS-9	4
PERS-10	1

Enclosure (2)